



SERVICE LEADER INTERN IV - SUMMER OF SERVICE LEARNING INTERNS

CITY OF ATLANTA

Edited January 22, 2013

SALARY RANGE

\$11.25 Hourly

PURPOSE OF CLASSIFICATION:

The purpose of this job is to oversee summer camp teens and enhance their development through educational, recreational, and social enrichment activities. We serve participants grades 9th - 12th for eight weeks and integrate service learning, conflict resolution, and social action in an activity-based curriculum to promote social, cultural and historical awareness. Duties include but are not limited to: working cooperatively with administration and camp staff, supervising teens, planning and implementing activities, promoting camper participation, maintaining facilities and supplies, providing superior customer service, attending meetings, completing reports, instructing campers in emergency procedures, abiding by organizational policy and procedures and performing other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Work Delegation:

- Collaboration with staff members to work together for the benefit of all camp affiliates.
- Group supervision of campers in activities and daily operations of camp.

- Planning and implementing camp activities.
- Utilizes superior human relation skills when dealing with officials, administration, employees, parents, guest, or visitors.
- Promotion of organizational policies and procedures.
- Identifies and meets camper needs daily.
- Serve as a leader of activities and other special events.

Planning and Organizing

- Plans and implements educational, recreational and social enrichment activities for teens.
- Familiarizes with camp lesson plans and implements lessons.
- Attends program meetings designated by supervisor

Employee Development

- Works cooperatively with administration and camp staff.
- Develops positive relationships with staff.
- Attends employee meetings, trainings, seminars and workshops to remain knowledgeable of departmental operations, to promote improved job performance and to stay current with changing state/municipal policies, codes and laws.
- Has the ability to accept supervision and guidance.

Productivity and Accountability

- Reviews departmental policy manuals, handbooks, State and City codes, etc. to maintain departmental compliance with current rules, regulations, policies and updates on summer recreational program standards and procedures.
- Uses knowledge of various software programs to operate a computer in an effective efficient manner

Record Keeping

- Completes enrollment, attendance, food consumption and other reports.

Equipment Use and Maintenance

- May operate a computer, printer or copy machine
- Maintains facilities and supplies.

Interpersonal Relations

- Assists parents of potential summer program participants, summer staff trainees, departmental supervisors and employees, co-workers, City and other agency officials, managers, personnel from other departments and organizations, consultants, sales representatives and the general public as needed with their request for information, guidance, advice, etc.

Marginal Job Functions

- Assist in managing staff (i.e. staff discipline, staff meetings, staff communications, meeting staff needs)
- Meet with camp director and facility staff each morning prior to camp to discuss the day's events and concerns.
- Handling camper discipline issues and reporting them to the camp director as needed.
- Closing and opening of the camp property on assigned days.

Knowledge of Job

Has considerable knowledge of principles, practices and procedures of the City and operations and functions of the Parks & Recreation Department. Is able to administer policies, procedures, plans and activities for summer camp youth. Has considerable knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Is able to effectively communicate and collaborate with managers, supervisors, co-workers, members of the general public and all other groups involved in the

activities of the City of Atlanta as they relate to the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations and technical skills. Is able to use good judgment and discretion when working with youth, including the handling of emergency situations, maintaining standards and resolving problems. Has or is able to attain a valid CPR and First Aid certification.

Minimum Qualifications

- **High School Diploma or GED.**
- **Minimum three years of college education.**
- **Maintain or have graduated with at least a 2.5 G.P.A**
- **Has or is able to attain a valid CPR and First Aid certification.**
- **Two years of experience working in youth services in an academic, social, recreation, after-school or summer program; or any equivalent of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.**
- **Must pass a drug screening.**
- **Authorization for background check for criminal and child protective findings.**

Information

- **Must attend local training May 28 - 31, 2013 and SSL training June 3, 2013.**
- **Camp begins June 3 - July 26, 2013; hours vary from 9:00 am to 5:00 pm.**
- **Please forward resumes to CampBestFriends@atlantaga.gov**